

## **Roles & Responsibilities**

### **Curriculum Development**

Developing a detailed and exciting curriculum for Maths and Science across Grade 8 to Grade 10) for online classes and classroom programs by doing the following:

- Bringing a real-life context for that learning (as in why we should study trigonometry - helping children see the real-life examples & applications)
- Bringing in a wide range of experiments and activities that will form the core of the learning experience
- Finding, procuring and arranging for the best resources for the particular topic - whether they are videos/movies, physical material, lab equipment, books, articles, worksheets
- Filing all the physical and soft resources such that they are easily accessible for the right purposes
- Ensuring that planning for every unit/topic is done with a clear plan in mind and that it uses the resources and ideas available to the best possible extent
- Preparing remediation content and implementation plan for each grade.
- Preparing weekly and monthly syllabus coverage & assessment plan
- Preparing of worksheets, assignments
- Compiling of video resources so that students can learn outside of class.
- Preparing assessments which develop thinking skills in students and help them perform well in board exams.
- Monitoring the quality of the program by maintaining a tracker, incentive schemes for top-performing batch/school.
- Developing and implementing of SOP's for conduction, monitoring and evaluation of the program
- Developing and implementing ideas to run high-engagement online lessons

### **Curriculum Implementation**

Helping the teachers in actual ground level execution of the ideas developed (above) in online live classes and in-classroom programs:

- Training teachers and helping them understand the theory behind the maths and science topics
- Modelling the right way of teaching concepts in small and large groups.
- Giving the right ideas for assessment of concepts
- Understanding the ground level execution issues by dealing with children directly and by teaching a few classes
- Do regular check-ins and feedback sessions with teachers and HOD's
- Using the feedback from ground level understanding to modify planning and again testing in on the ground
- Conducting baseline and end-line tests for each cohort and measuring improvement.

- Suggesting and implementing methods to improve pedagogy to drive student learning and engagement.
- Ensuring high-quality delivery of remediation content
- Monitoring class data and observing classes to give constructive feedback to teachers and HOD for improving the quality of curriculum delivery and increasing engagement.
- Ensuring adherence to the weekly and monthly syllabus coverage plan
- Ensuring that Home-work Assignments are regularly checked and feedback is shared with students
- Conduction of Parents Teacher Meeting ( one on one and in the group)

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**Reporting to:** CEO Office